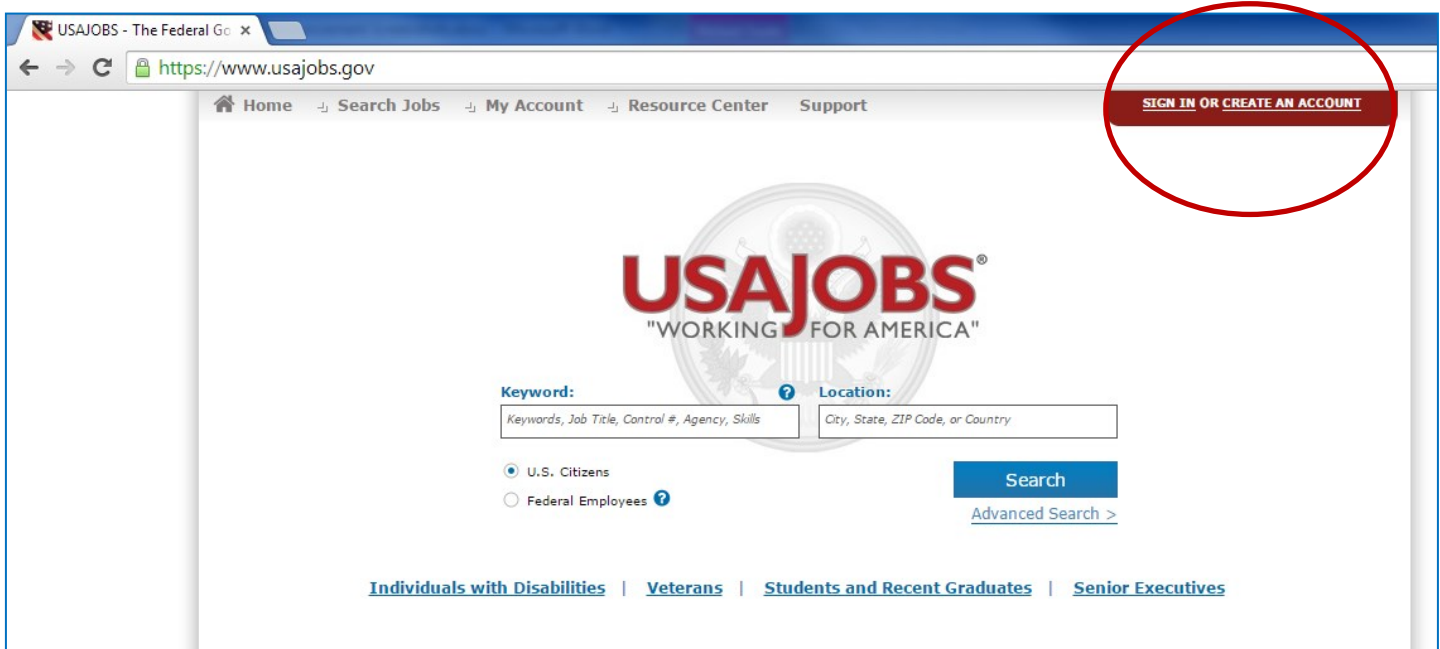# Tip Sheet:  Suggestions for completing your Application for Qualification to EPAP

All U.S. citizen eligible family members (EFMs) interested in participating in EPAP are encouraged to apply for qualification to the program during this open season, April 3 – 17, 2015. For details on the program, including required documents to submit with your application, please carefully review the information posted on www.state.gov/m/dghr/flo/c41174.htm.

**SIGN-IN OR CREATE A USAJOBS.GOV ACCOUNT**

Spring 2015 - Family Liaison Office
www.state.gov/m/dghr/flo/c41174.htm
FLOaskEPAP@state.gov

- Create or update your responses in the Profile tab.
  - Your responses here will pre-populate some questions later in your EPAP application.
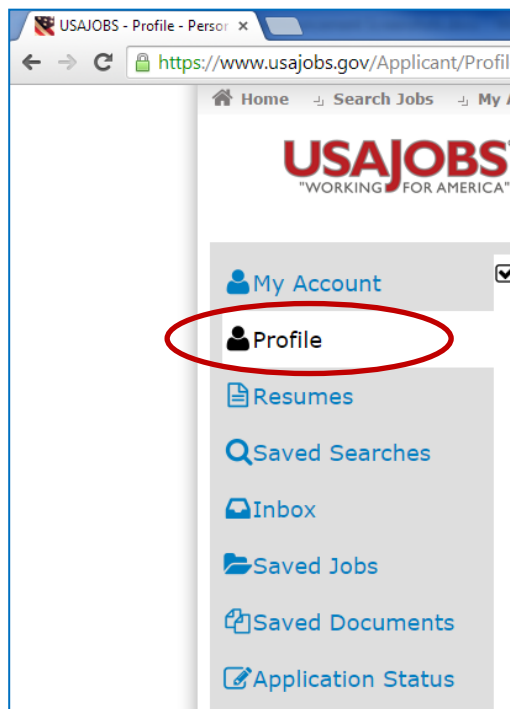


Select the boxes on the last page of the profile section to receive email notifications on the status of your application during the initial review. If you do not select notifications, you will have to log in to your USAJOBS.gov account to confirm or check the status of your application as it is reviewed for eligibility.

# CREATE OR UPDATE A USAJOBS RESUME USING THE RESUME BUILDER



- A USAJOBS resume is the only type of resume that can be submitted with your application. **Do not upload any other type of resume.**

## SAVE YOUR DOCUMENTS IN YOUR USAJOBS.GOV ACCOUNT

- When you submit your application for qualification to EPAP, you will be able to transfer them on the Gateway to State site as you complete your application. If you do not save these documents to your USAJOBS.gov account, you will be able to upload them from your computer to the Gateway to State site when you complete your application.

- You will be able to see all documents uploaded to your USAJOBS.gov account in the Saved Documents tab.

# COMPLETE YOUR EPAP APPLICATION

The vacancy announcement will go live at 12:01 a.m. Eastern Daylight time on Friday, April 3, 2015.

Please note the following announcement anomalies:



- **Series/Grade** – For simplicity in processing and because applicants are applying for qualification to the program and not for consideration for specific positions, the vacancy announcement states FP-07. The summary description in the announcement indicates the complete range of grades available in the program from FP-07 – FP-04.
- **Duty Locations** – USAJOBS no longer allows the Department to advertise positions for worldwide availability, so although the announcement states, "Many Vacancies in Washington, DC" – **all** EPAP Professional Associate positions are **only** available at U.S. Missions abroad.
- During the open season, you are only applying for qualification to the program, not for actual positions. Once actual positions are advertised, the grades of those positions will be stated. Qualification in an area however, is NOT a guarantee of receiving the full performance (advertised) grade of a position. Salary will be determined at the time an offer of employment is made. It will be determined by a bureau HR Specialist based on the advertised grade of the position and the individual's educational background and work experience.

**Key Steps:**

- Once the vacancy announcement is open on www.usajobs.gov you can submit your application by clicking the **Apply Online** button on the vacancy announcement.
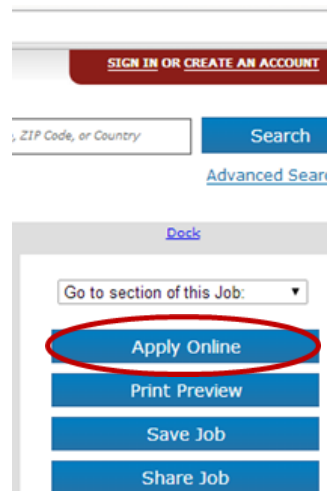


- **Select the USAJOBS resume and any required documents you have saved in your USAJOBS.gov account to be uploaded to your application.** (see picture next page) If you have not saved these documents to your USAJOBS.gov, you will be able to upload them from your computer to the Gateway to State site when you complete your application.
  - Note: saving documents to your USAJOBS.gov account does not automatically upload them to your EPAP application. You will have to do this when you complete your application on-line.

**USAJOBS**
"WORKING ♦ FOR AMERICA"

Keyword: _Keywords, Job Title, Control #, Agency_

❓ Location: _City, State, ZIP Code, or Country_

Search

Advanced Search >

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** EPAP-2015-0004
**Job Title:** Expanded Professional Associate Program (EPAP) Professional Associate TEST TEST TEST
**Grade:** FP 07/07
**Department:** Department Of State
**Job Location:** Washington DC, District of Columbia
**Closing Date:** Wednesday, March 25, 2015

**Resume** - Select one of your stored USAJOBS builder resumes to send (or first Save Job and Create or Edit a USAJOBS builder resume) :

_USAJOBS Resume Builder Resumes_
⦿ Basic Resume

**Attachment(s)** - Select one or more of your Saved Documents to send (or first Save Job and Upload Documents). :
☐ SF-50 (SF-50)
☐ TRANSCRIPTS (US College Transcript and Diploma)

Check the required documents necessary to apply for this job

Upload Additional Documents to your account

**Fields below with an asterisks (*) are required.**

* ☐ I have previewed my resume . The selected document includes the information I wish to provide with this application.

☐ Allow me to attach demographic information to the application. Review or update your demographic information.

* ☐ I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Apply for this position now! | Cancel

- Click the *Apply for this positon now!* button
- You will be directed to the Gateway to State site.

**One moment please...**

We are now bringing you to the system used by the

**Department of State - Agency Wide**

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

Take me there now

Site Map    Privacy Act and Public Burden Information    FOIA    About Us    USA.gov

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

- If you are not directed to the Gateway to State site, refresh or check your browser settings and/or try a different browser to access the portal. Internet Explorer, especially from a Department of State computer, does not always connect properly to the site. If you do not reach the Gateway to State site, you will not be able to complete or submit your application for qualification to the program.

- Review the information on this page and note the countdown clock indicating the time remaining to submit your application.

- Click the *Apply to the Vacancy* button

## U.S. DEPARTMENT OF STATE
### DIPLOMACY IN ACTION

| Home | Press | Travel | Careers | Business | Youth & Education | About State |

Return to USAJOBS

View Application Status

My Account

**Vacancy Closes In**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

## WELCOME BACK

You have arrived here from USAJOBS to continue your application.

**Effective immediately,** the Department of State (DOS) has elected to utilize the USAJOBS applicant notification feature that will eliminate all correspondence from DOS. With this policy modification, you will receive status updates on your application(s) from USAJOBS only. It is important to the Department that you continue to receive application status updates. To do so, you must review your notification settings within your USAJOBS profile, **https://my.usajobs.gov/Profile** to ensure your preferences are appropriate for you to be notified via USAJOBS alert.

In addition, the U.S. Department of State's on-line recruitment and hiring system, Gateway to State contain features and functionality that will allow you to upload documents from your USAJOBS account, download documents directly into the application, and provide side navigational buttons that allow you to move to different sections within the application.

**Please read the important steps below and take the appropriate action. Failure to do so will result in you losing consideration for the job.**

- If you are a new user to the Department of States Gateway to State Hiring System you will need to complete the account creation pages before you can apply to any vacancy posting. Your account information from USAJOBS will be pre-populated for you where applicable.

- If you encounter an error while creating or updating your applicant profile, carefully read the error message to find out what is wrong then click the "BACK" button on your browser to complete the updating process.

- If this is NOT your first time applying for a vacancy announcement in Gateway to State, please take a few minutes to review and update the answers to your user information questions by clicking on the side navigation button, My Account, on the left-hand side of the application. To apply to the vacancy announcement you selected, please click on the side navigation button Apply to Your Vacancy on the upper left-hand side of the screen.

- If you have arrived at this page to view your application status OR to generate fax cover sheet(s), the next time you apply to a vacancy announcement please be sure to update the answers to your user information questions and upload/update any supporting documentation (i.e., transcripts, Standard Form 50 (SF-50) Notification of Personnel Action, DD-214 (Certificate of Release or Discharge from Active Duty), Performance Appraisal, SF-15 (Application for 10 point Veterans Preference), etc) by clicking on the side navigation button, My Account, on the left-hand side of the application.

If assistance is needed, please contact the Monster Government Solutions (MGS) Helpdesk at 1-866-656-6831 (Monday - Friday 7:00 a.m. - 7:00 p.m. EST), except for Federal holidays.

Thank you for your interest in a career with the U.S. Department of State.

Sincerely,
U.S. Department of State
Human Resources Management Team

[ **Apply to this Vacancy** ]

✅ **Account Updated!**

Congratulations. Your account has been updated.

- In addition to submitting a USAJOBS.gov resume and required documentation, you will also respond to several sets of questions while in the Gateway to State site:
  - **The first** set of questions will ask about your current or past federal employment. If you are currently working or have previously worked for the federal government, refer to your most recent SF-50 to respond to these questions. If you have questions, contact your HRO at post or the EPAP Coordinator at **FLOaskEPAP@state.gov**.
  - Some of your responses to these questions will be pre-populated based on your responses to the questions in your profile.

---

**U.S. DEPARTMENT OF STATE**
DIPLOMACY IN ACTION

| Home | Press | Travel | Careers | Business | Youth & Education | About State |

Return to USAJOBS

View Application Status

My Account

**Vacancy Closes In**

**You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.**

## ELIGIBILITY QUESTIONS

| **Eligibility** | Series Grade Location | All Grade Questions | Documents | Demographic Information | Application Review |

**Eligibility**

**Note:** Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with * are required.

**Eligibility Questions**

* 1. Are you a current Federal employee?
  ○ Yes
  ○ No

* 2. If you are a current Federal employee, by what agency and organization are you employed?
  ○ Department of State
  ○ Other
  ○ Not applicable

3. If you selected "Other", please enter the agency and organization.

- **The second** set of questions asks about the series, grade and location of the position. Refer to the information at the beginning of this document on announcement anomalies.

## U.S. DEPARTMENT OF STATE
### DIPLOMACY IN ACTION

| Home | Press | Travel | Careers | Business | Youth & Education | About State |

Return to USAJOBS

View Application Status

My Account

**Vacancy Closes In**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

### SERIES, GRADE AND LOCATION

| Eligibility | **Series Grade Location** | All Grade Questions | Documents | Demographic Information | Application Review |

**Series Grade Location**

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

**Please Note: Your application will be saved for your convenience after each page.**

#### Series, Grade and Location Selection

**Series**

This position is offered for a single series.

*Please confirm you wish to be considered for these series
**Check all that apply.**
☐    0130-Foreign Affairs Officer/Specialist

**Grade**

This position is offered at a single grade level.

*Please confirm you wish to be considered for this grade.

**Select an option below.**

Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

*Grade 07
○ I wish to be considered for this grade  ○ I do not wish to be considered for this grade

**Location**

Please indicate the locations for which you wish to be considered.

*Check all that apply.

☐    Washington DC, DC, US

**Notifications**

☐    If you don't wish to receive email reminders about completing this vacancy before it closes, then check this box

| < Previous | | Next > |

What's New | Frequent Questions | Contact Us | Email this Page | Subject Index | Search
The Office of Electronic Information, Bureau of Public Affairs, manages this site as a portal for information from the U.S. State Department. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.
About state.gov | Privacy Notice | FOIA | Copyright Information | White House | Other U.S. Government Information

USA.gov

- **The third** set of questions confirms your eligibility for the program and allows you to indicate in which areas you are requesting qualification.   You may select as many areas for qualification as you are interested in and would accept a position in, if it were offered.

## U.S. DEPARTMENT OF STATE
### DIPLOMACY IN ACTION

| Home | Press | Travel | Careers | Business | Youth & Education | About State |

Return to USAJOBS

View Application Status

My Account

**Vacancy Closes In**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

## VACANCY QUESTIONS

Eligibility — Series Grade Location — **All Grade Questions** — Documents — Demographic Information — Application Review

### All Grade Questions

Items marked with * are required.

---

**All Grades Questions**

**NOTE:** Eligible Applicants must be at least 21 years old and a U.S. citizen spouse or U.S. citizen same-sex domestic partner of a direct-hire, not contract government employee of any federal agency currently serving (or will be serving) in a full-time position overseas under Chief of Mission authority.

**\* 1. Are you a U.S. citizen?**
○ Yes

○ No

**\* 2. Are you at least 21 years old?**
○ Yes

○ No

**\* 3. Are you the spouse or same-sex domestic partner of the sponsoring employee?**
○ Yes

○ No

**\* 4. Are you listed on the assignment notification or approved form OF-126 of the sponsoring employee?**
○ Yes

○ No

**44. If you chose Other website or Other above, please specify:**

**Enter NA if Not Applicable.**

[ text area ]

250  characters left (250 character limit)

**\* 45. If I am selected for a position in the EPAP Program, I commit to serve in the position for a minimum of one year. I acknowledge that regular leave requests must be approved by my supervisor and leave without pay must be approved by the regional bureau.**
○ Yes

○ No

**\* 46. I certify that all the information provided in this application is true, correct, complete and made in good faith.**
○ Yes

○ No

---

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

- Upload the required documents (see the vacancy announcement and/or information posted on www.state.gov/m/dghr/flo/c41174.htm for details)
  - Note: documents are only accepted by uploading them with your application, **you may NOT fax documents**. They will not be accepted.

- The final set of questions includes demographic information pre-populated by your responses in your profile.



**U.S. DEPARTMENT OF STATE**
DIPLOMACY IN ACTION

| Home | Press | Travel | Careers | Business | Youth & Education | About State |

Return to USAJOBS

View Application Status

My Account

## DEMOGRAPHIC INFORMATION

| Eligibility | Series Grade Location | All Grade Questions | Documents | **Demographic Information** | Application Review |

**Demographic Information**

To change demographics responses here, please return to USAJOBS, edit demographic responses and resubmit.

Any changes you make below will be saved only for this vacancy. Your profile demographics or demographics provided on any other applications will not be affected.

**YOUR PRIVACY IS PROTECTED**

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

### Demographic Information

**1. How did you learn about this position?**
**Check one.**
- ○ Agency Internet Site recruitment
- ○ Private Employment Web Site
- ○ Other Internet Site
- ○ Job Fair

- Verify that you have answered all of the questions and attached all required documents to your application prior to the closing date.
- Click the *Finish* button to complete your application.
- You must meet all the qualification requirements and submit all required supporting documentation by the closing date of the vacancy announcement, **Friday, April 17, 2015, 11:59 p.m. Eastern Daylight time**.
- **Applications received without required documents will be deemed ineligible. Applications and documents cannot be submitted after the deadline.**

- If you wish to make any changes to your responses or documents, you can do so by going back into the application and follow the prompts to review your submitted application before the closing date of the announcement.

**U.S. DEPARTMENT OF STATE**
DIPLOMACY IN ACTION

Return to USAJOBS

View Application Status

My Account

## APPLICATION DETAIL

| Announcement Number | Position Title | Vacancy Status | Application Status | Comments | Download Application |
|---|---|---|---|---|---|
| EPAP-2015-0004 | Expanded Professional Associate Program (EPAP) Professional Associate TEST TEST TEST | Accepting Applications | Grade 07:Application Received  ✅ You have answered all the required questions for this grade. | No Comment | 📄 |

ⓘ You may **review and update** your answers if needed.

ⓘ You may **review and update** the documents if needed.

## Return to USAJOBS

What's New | Frequent Questions | Contact Us | Email this Page | Subject Index | Search

The Office of Electronic Information, Bureau of Public Affairs, manages this site as a portal for information from the U.S. State Department. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies contained therein.

About state.gov | Privacy Notice | FOIA | Copyright Information | White House | Other U.S. Government Information

Return to USAJOBS

View Application Status

My Account

## VACANCY DOCUMENTS

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.
  **Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".

- **"Upload"** to upload documents from your computer.

- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

Return to Vacancy

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

| Document Type | Description | Action |
|---|---|---|
| ASSIGNMENT NOTIFICATION/CABLE OR OF-126 | Spouse's Assignment Cable - TM-1 | Upload / Fax / Edit / Delete |
| DD - 214 | No document Submitted | Upload / Fax |
| SF-50 | SF-50 | Upload / Fax / Edit / Delete |
| U.S. MEDICAL LICENSE | No document Submitted | Upload / Fax |
| U.S. TRANSCRIPTS/FOREIGN ED. EVALUATIONS | U.S. University Transcripts | Upload / Fax / Edit / Delete |

Finish

- Be sure to click the *Finish* button to complete and submit your application.

- You should allow at least three to four hours to complete your application package and are encouraged not to wait until the deadline to submit your application.

- Check the status of your application before the closing date of the announcement:
- Logon to your **USAJOBS** account.
- Click on the "Applications" tab and locate the position.
- Under the "Application Status" column click on the "more information" hyperlink.
- You will then be transferred to the "Gateway to State" application detail screen.
- Under the "Vacancy Status" column it will show you the status of the vacancy announcement (e.g., if your application was received, whether the job was cancelled, if the vacancy was filled, etc.);
- Under the "Application Status" column it will show you the status of your application (e.g., incomplete application, not qualified - lacks specialized experience, not eligible, referred for consideration, select-ed, etc.).
- Click the "Return to USAJOBS" radio button to return back to USAJOBS.
- If the status of your application states: Application Status Not Available, be sure to follow the steps above and confirm your application was completed in the Gateway to State site. If you have confirmed your application is complete in the Gateway to State site, click the update application button and your status should be updated to Application Re-ceived.  If the status does not change, contact the Monster Help Desk as indicated above.

If you encounter a technical problem with the USAJOBS site, please contact the Monster Help Desk at (866) 656-6830 or **mgshelp@monster.com**.

For general information, please see FLO's website: www.state.gov/m/dghr/flo/c41174.htm or contact **FLOaskEPAP@state.gov**.